



THE SECRETARY OF TRANSPORTATION

WASHINGTON, D.C. 20590

January 28, 2005

**Policy Statement on the Prevention of Harassment
2004**

The U.S. Department of Transportation has a zero tolerance for harassment on the basis of race, color, national origin, religion, age, sex, disability, sexual orientation, or protected activity. Harassment in this context refers to unwelcome comments or conduct that is so objectively offensive as to alter the conditions of employment. It is an illegal and offensive form of discrimination that undermines professional, cooperative working relationships, and violates the law and Department policy. As Secretary of Transportation, I am fully committed to our longstanding policy that harassment must not occur, is wholly unacceptable, and will not be tolerated.

Any employee who believes that he or she has been the victim of harassment may, without fear of reprisal, use the Department's informal and formal programs to prevent and eliminate harassment, seek assistance of an Equal Employment Opportunity counselor, or contact the Department's Offices of Civil Rights. Any manager or supervisor who becomes aware of such unacceptable behavior must take immediate and appropriate corrective action, and has a responsibility to ensure that harassment stops and does not recur. Violations of the law prohibiting harassment or violations of this policy will result in the initiation of appropriate disciplinary actions against the offenders, up to and including dismissal.

Everyone is entitled to a work environment that is free from harassment. Prevention is the best tool we have – I ask all employees to join me in implementing and communicating this policy.

A handwritten signature in black ink, which appears to read "Norman Y. Mineta".

Norman Y. Mineta